

GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

03FAC Facilities Maintenance and Management

SIG Group 8744	
Special Item No. 871-202(RC)	Energy Management Planning and Strategies
Special Item No. 871-203(RC)	Training on Energy Management
Special Item No. 871-204(RC)	Metering Services
Special Item No. 871-205(RC)	Energy Program Support Services
Special Item No. 871-206(RC)	Building Commissioning Services
Special Item No. 871-207(RC)	Energy Audit Services
Special Item No. 871-208(RC)	Resource Efficiency Management (REM)
Special Item No. 871-209(RC)	Innovations in Energy
Special Item No. 871-210(RC)	Water Conservation

Contract Number: GS-21F-0189W

Contract Period: 7/9/2010-7/8/2015

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John Q. Martin

Federal Business Development Manager

Phone: 703-253-1775

Cell: 571-429-1043

jmartin@pepcoenergy.com

Website: WWW.PEPCOENERGY.COM

BUSINESS SIZE: LARGE

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! TM, a menu-driven database system. The INTERNET address for GSA Advantage! TM is <http://www.fss.gsa.gov>.

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CUSTOMER INFORMATION

1A. Awarded Special Item Numbers (SIN's)

- 871 202 (RC) ENERGY MANAGEMENT PLANNING AND STRATEGIES
- 871 203 (RC) TRAINING ON ENERGY MANAGEMENT
- 871 204 (RC) METERING SERVICES
- 871 205 (RC) ENERGY PROGRAM SUPPORT SERVICES
- 871 206 (RC) BUILDING COMMISSIONING SERVICES
- 871 207 (RC) ENERGY AUDIT SERVICES
- 871 208 (RC) RESOURCE EFFICIENCY MANAGEMENT (REM)
- 871 209 (RC) INNOVATIONS IN ENERGY
- 871 210 (RC) WATER CONSERVATION

1B. NOT APPLICABLE

1C. SEE LABOR CATEGORIES DESCRIPTIONS STARTING ON PAGE 18

2. Maximum Order: \$1,000,000. REQUIREMENTS EXCEEDING THE MAXIMUM ORDER MAY BE HANDLED PURSUANT TO CLAUSE I-FSS-125 (AUGUST 1995).

IN ACCORDANCE WITH FAR 8.404, THERE MAY BE CIRCUMSTANCES WHERE AN ORDERING ACTIVITY FINDS IT ADVANTAGEOUS TO REQUEST A PRICE REDUCTION SUCH AS WHERE A QUANTITY OF AN INDIVIDUAL ORDER CLEARLY INDICATES THE POTENTIAL FOR OBTAINING A REDUCED PRICE. TO ASSIST CUSTOMER AGENCIES IN DETERMINING WHEN THEY SHOULD SEEK A PRICE DECREASE, A LEVEL CALLED A MAXIMUM ORDER HAS BEEN ESTABLISHED UNDER THE CONTRACT. WHEN AN AGENCY ORDER EXCEEDS THIS MAXIMUM AMOUNT, IT IS RECOMMENDED THAT THE ORDERING ACTIVITY CONTACT THE CONTRACTOR FOR A REDUCED PRICE.

THE CONTRACTOR MAY:

- OFFER A NEW LOWER PRICE FOR THIS REQUIREMENT (THE PRICE REDUCTION CLAUSE IS NOT APPLICABLE TO ORDERS PLACED OVER THE MAXIMUM ORDER IN FAR 52. 216-19);
- OFFER THE LOWEST PRICE AVAILABLE UNDER THE CONTRACT; OR,
- DECLINE THE ORDER; ORDERS MUST BE RETURNED IN ACCORDANCE WITH FAR 52. 216-19. A DELIVERY ORDER FOR QUANTITIES THAT EXCEED THE MAXIMUM ORDER MAY BE PLACED WITH THE CONTRACTOR SELECTED IN ACCORDANCE WITH FAR 8. 404. THE ORDER WILL BE PLACED UNDER THE CURRENT CONTRACT. SALES FOR ORDERS THAT EXCEED THE MAXIMUM ORDER SHALL BE REPORTED IN ACCORDANCE WITH GSAR 552. 238-72.

3. Minimum Order \$2,500.00.

4. Geographic Coverage Pepco Energy Services, Inc. worldwide locations.

5. Point(s) of Production: Various Pepco Energy Services, Inc. and customer locations and as negotiated in task orders.

6. Discount from List Prices or Statement of Net Price All prices herein are net.

7. Quantity Discounts Contractor may offer volume discounts on large dollar orders. Exact discount and terms may be negotiated on individual issued task order. Work being performed "on-site" may also be subject to additional discounts.

8. PROMPT PAYMENT TERMS: DISCOUNTS WILL BE HANDLED ON AN ORDER BY ORDER BASIS.

9A. GOVERNMENT COMMERCIAL CREDIT CARD: GOVERNMENT COMMERCIAL CREDIT CARDS ARE NOT ACCEPTED FOR ORDERS BELOW THE MICROPURCHASE THRESHOLD, AS THE MINIMUM ORDER LIMITATION IS \$2,500.

9B. DISCOUNT FOR PAYMENT BY GOVERNMENT COMMERCIAL CREDIT CARD: CONTACT CONTRACTOR'S REPRESENTATIVE FOR CREDIT CARD ACCEPTANCE OF ORDERS ABOVE THE MICROPURCHASE THRESHOLD. DISCOUNTS FOR USE OF THE CARD MAY BE AVAILABLE UPON REQUEST.

10. FOREIGN ITEMS: NOT APPLICABLE.

11A. TIME OF DELIVERY: TO BE NEGOTIATED WITH ORDERING AGENCY ON EACH TASK ORDER.

11B. EXPEDITED DELIVERY: CONTACT PEPCO ENERGY FOR RATES OF EXPEDITED DELIVERY(S).

11C. OVERNIGHT AND 2-DAY DELIVERY: CONTACT CONTRACTOR FOR RATES FOR OVERNIGHT AND 2-DAY DELIVERY.

11D. URGENT REQUIREMENTS: CONTACT CONTRACTOR FOR FASTER DELIVERY OR RUSH

REQUIREMENTS. **12. F.O.B. POINT(S):** DESTINATION.

13A. ORDERING ADDRESS:

PEPCO ENERGY SERVICES (PES)
1300 NORTH 17TH STREET, SUITE 1600, ARLINGTON, VA 22209
ATTENTION: John Q. Martin
Federal Business Development Manager
Phone: 703-253-1775
Cell: 571-429-1043
jmartin@pepcoenergy.com

13B. ORDERING PROCEDURES: FOR O3FAC SERVICES, THE ORDERING PROCEDURES, INFORMATION ON BLANKET PURCHASE AGREEMENTS (BPAs) ARE FOUND IN FEDERAL ACQUISITION REGULATION (FAR) 8.405-3.

14. PAYMENT ADDRESSES: DELIVER ALL PHYSICAL CHECK PAYMENTS (LOCKBOX REMITTANCES) TO THE FOLLOWING ADDRESS:
SAME AS ORDERING ADDRESS

THE FOLLOWING GENERAL INSTRUCTIONS SHOULD BE USED FOR ELECTRONIC REMITTANCES IN USD:

PEPCO ENERGY SERVICES, INC.
Wachovia Bank, N.A., Attn: Corp, 3rd Floor
10401 Deerwood Park Boulevard, South Building, Jacksonville, FL 32256
Wachovia Customer Service Contact - George Hicks; Tel 904.634.6316

Account Name: Pepco Energy Services, Inc. ABA Number: 054001220

15. WARRANTY PROVISION: PROVISION FOR ANY APPROPRIATE AND APPLICABLE WARRANTIES SHALL BE SPECIFICALLY IDENTIFIED IN INDIVIDUAL ORDERS. SUCH WARRANTIES ARE SUBJECT TO THE NEGOTIATION BETWEEN THE ORDERING AGENCIES AND THE CONTRACTOR.

16. EXPORT PACKING CHARGES: NOT APPLICABLE

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL). **NOT APPLICABLE**

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR: **NOT APPLICABLE**

19. TERMS AND CONDITIONS OF INSTALLATION: **NOT APPLICABLE**

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES: **NOT APPLICABLE**

20A. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: **NOT APPLICABLE**

21. LIST OF SERVICE AND DISTRIBUTION POINTS: **NOT APPLICABLE**

22. LIST OF PARTICIPATING DEALERS: **NOT APPLICABLE**

23. PREVENTIVE MAINTENANCE: **NOT APPLICABLE**

24A. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS): **NOT APPLICABLE**

24B. SECTION 508 COMPLIANCE: **NOT APPLICABLE**

25. DUNS NUMBER: **08-636-2345**

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: PEPCO ENERGY SERVICES IS REGISTERED IN THE CCR DATABASE.

GSA's streamlined ordering procedures have reduced the tedious, time-consuming government procurement process to a few simple steps. GSA has done this by prequalifying vendors to perform a range of services. GSA has reviewed vendor qualifications, capabilities and cost schedules in advance of the need for services, and identified these vendors, by type of service, on its [GSA Advantage!™](#) web site. For Pepco Energy Services, INC, refer to Contract Number: GS-21F-0189W. This approval is valid for all organizations in the federal government, and other governmental agencies, and the entire process, from identifying the Statement of Work (SOW) to having a contractor on board, can be completed in as little as three weeks.

To initiate the process, provide your contracts officer with a SOW. Your contracts officer will issue your SOW to three approved GSA Marketing, Media and Information Services vendors. You and your contracts officer then review the vendors' responses, and select the "best value" contractor. A contract order is issued directly to the selected contractor. GSA has put the process in place, and will assist you, if needed, but does not get involved in your procurement process.

WHO CAN USE THE SCHEDULE?

Download the GSA Order ADM 4800.2F (634k PDF file*)

In accordance with GSA Order ADM 4800.2F the following agencies and organizations are eligible to use the GSA Schedule. The lists are not intended to be all-inclusive, please refer to the GSA Order for additional information.

-
- All Federal agencies and activities in the executive, legislative, and judicial branches;
 - Government contractors authorized in writing by a Federal agency pursuant to CFR 51. 1;
 - Mixed ownership government corporations (as defined in the Government Corporation Control Act);
 - The government of the District of Columbia; and,
 - Other activities and organizations authorized by statute or regulation to use GSA as a source of supply. See links below for full listing.

SCOPE

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with Subpart 19.5. GSA has already determined the prices of items under Schedule contracts to be fair and reasonable. By placing an order against a Schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

Services provided under Special Item Numbers 871-202, 871-203, 871-204, 871-205, 871-206, 871-207, 871-208, 871-209, and 871-210 Facilities Maintenance and Management Services apply to all Federal agencies, both civilian and Defense. The prices, terms and conditions stated under Special Item Numbers 871-202, 871-203, 871-204, 871-205, 871-206, 871-207, 871-208, 871-209, and 871-210 apply exclusively to Facilities Maintenance and Management Services within the scope of this Schedule. Pepco Energy shall provide services at Pepco Energy's facility and/or at the Government location, as agreed to by Pepco Energy and the ordering office. An adjusted rate is required for services to be performed in the geographic areas of Hawaii, Alaska and the Commonwealth of Puerto Rico.

Ordering procedures for Facilities Maintenance and Management Services Priced on GSA Schedule at Hourly Rates

The GSA has determined that the rates for Facilities Maintenance and Management Services contained in this price list are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm fixed price or ceiling price is fair and reasonable. In accordance with the Federal Acquisition Streamlining Act of 1994 and the Federal Acquisition Reform Act of 1996, GSA's streamlined ordering procedures have reduced the government procurement process to a few simple steps. While the federal supply schedule program already has determined these rates to be fair and reasonable, ordering offices must determine that the total price is reasonable for the specific tasks required by the agency. Based on quotes requested from three contractors that appear to offer the best value (considering scope of services offered, hourly rates, contractor's locations and other factors, as appropriate), the ordering agency selects the one that best meets its needs.

This contract is available to all federal agencies for domestic and overseas use. Executive agencies, other federal agencies, mixed-ownership government corporations, and the District of Columbia; government contractors authorized in writing by a federal agency pursuant to FAR Part 51; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept

orders received from activities within the executive branch of the federal government. GSA Order ADM 4800.2F provides a complete list of authorized schedule users.

Total price for services are established at the time the task order is placed and are based on the rates offered in the Pepco Energy Services Price List catalog. The resultant task order details the estimated number of hours, the labor categories to be provided, and any related items. If the ordering agency's contracting officer chooses to purchase services on a labor-hour-time-and-material basis, the resultant task order will specify the not-to-exceed price, the labor categories proposed (with the hourly rates for each), and any applicable travel and other direct costs. Federal Acquisition Regulation 8.4 provides procedures for the acquisition of services using GSA schedule contracts.

How to place an order based on the GSA Schedule hourly rates

Step 1. Develop a Statement of Work (SOW) In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

Step 4. Provide RFQ to at least Three Contractors

Step 5. Evaluate Offers, Select Best Value Contractor, and Place Order

BLANKET PURCHASE AGREEMENTS

Ordering activities may establish blanket purchase agreements under any GSA schedule contract. A GSA schedule blanket purchase agreement simplifies the filling of recurring needs for supplies or services, while leveraging a customer's buying power by taking advantage of quantity discounts, thus saving administrative time and reducing paperwork.

Blanket purchase agreements are established in accordance with the procedures in Federal Acquisition Regulation Part 8.405-3. An ordering activity may request a price reduction based on the total estimated volume of the blanket purchase agreement, regardless of the size of individual orders. Blanket purchase agreements may be established with one or

more scheduled contractors at the discretion of the ordering activity. When establishing multiple blanket purchase agreements, the ordering activity must specify the procedures for placing orders under the blanket purchase agreements. A GSA schedule blanket purchase agreement should not exceed five years in length, but may do so to meet program requirements. A blanket purchase agreement may extend beyond the current term of its GSA schedule contract, so long as there are option periods in the GSA schedule contract that, if exercised, will cover the blanket purchase agreement's period of performance.

HOW TO ORDER FROM A BLANKET PURCHASE AGREEMENT

Information contained on page 28 will assist ordering agency offices understand how to utilize Blanket Purchase Agreements (BPAs) under the GSA Federal Supply Schedule contracts. Blanket Purchase Agreements (BPAs) are a simplified method of filling anticipated repetitive needs for services and products. BPAs are "charge accounts" that ordering offices establish with GSA Schedule contractors to provide themselves with an easy ordering tool. In accordance with Federal Acquisition Regulation (FAR) 8.404, ordering offices may establish BPAs under any GSA Schedule contract.

Single BPA

Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The Schedule Contractor who represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

Multiple BPAs

When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedure in 2.1.2 above, and then place the order with the Schedule Contractor who represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

Ordering offices shall also review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

BPAs shall not extend beyond the end of the contract period; all services and deliveries shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks that extend beyond the fiscal year for which funds are available shall include Federal Acquisition Regulation (FAR) 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm fixed price or ceiling price.

When the ordering office's requirement involves products as well as Facilities Maintenance and Management Services, the ordering office should total the prices for the products and the firm fixed price for the services, and select the Schedule Contractor that represents the greatest value in terms of meeting the agency's total needs.

The ordering office should, at a minimum, document orders by identifying Pepco Energy Services Inc. as the source from which the services were purchased, and listing the services purchased and the amount paid. If other than a firm fixed-price order is placed, such documentation should include the basis for the determination to use a labor-hour, or time-and-materials order. For agency requirements in excess of the micropurchase threshold, the order file should document the evaluation of Schedule Contractors' proposals that formed the basis for selecting the Schedule Contractor that received the order and the rationale for any trade-offs made in making the selection.

For Supplies and Services Not Requiring a SOW

Survey at least three Schedule contractors through the GSA Advantage!® online shopping service or review the catalogs or pricelists of at least three Schedule contractors (more if over \$200,000) pricelists (the GSA Advantage!® online shopping service may be used to facilitate this review and seek additional price reductions where appropriate; evaluate; and make a best value selection.

For Services requiring a Statement of Work (SOW)

To summarize the process for ordering Facilities Maintenance and Management Services, the government agency:

1. Prepares a request for quotation that includes:
 - A performance-based statement of work that outlines the work to be performed.
 - Type of task order – time and material or firm fixed price.
 - Basis to be used for contractor selection (best value, etc.).
2. Transmits the request for quotations to contractors:
 - Selects at least three (more if task order value is more than \$1 million) qualified contractors on the schedule.
Note: Department of Defense agencies need to refer to DFAR 208.4 when ordering services over \$100,000 using the GSA schedules.
 - Sends requests for quotations to selected contractors. GSA's e-buy provides ordering agencies a streamlined, Web-based system for ordering services using the GSA schedules.
3. Evaluates quotes and selects the contractor to receive the order:
 - Evaluates responses based on the factors identified in the requests for quotations.
 - Places the order directly with the schedule contractor that represents the best value and results in the lowest overall cost alternative, considering price, special qualifications, administrative costs, and so forth.

The requesting government agency's contracting office directly issues the task order to the selected contractor without GSA involvement in the procurement process. All task order reporting requirements and remission of fees to GSA are the responsibility of the contractor.

Establishment of Federal Supply Schedule (FSS) BPAs for recurring services is permitted (FAR 8.404) when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts.

When establishing BPAs, ordering offices shall inform contractors in the RFP (based on the agency's requirement) whether a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the Schedule Contractor to be awarded the BPAs.

For orders of supplies and/or services below \$3,000

Place the order with any Schedule contractor that can meet the agency's needs. Though not required to solicit from a specific number of Schedule contractors, ordering activities should attempt to distribute orders among contractors (FAR 8.405).

ORDERS EXCEEDING THE MAXIMUM ORDER THRESHOLD (MOT)

All GSA MAS contracts contain a price point called a maximum order threshold. This threshold is not a ceiling on an order size; rather, it is a point where the ordering agency needs to consider additional contractors (more than three) and seek discounts from the listed catalog rates.

When placing an order that exceeds the maximum order threshold, ordering offices shall follow the standard ordering procedures, and the following additional procedures:

1. Consider additional schedule contractors (more than three)
2. Seek price reductions from the schedule contractor(s) offering the best value (considering price and other factors)
3. Selected contractor(s) may choose to offer a lower price for the requirement (the price reduction clause is not applicable to orders placed over the maximum order threshold)
4. After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

For administrative convenience, open market (non-contract) items may be added to an FSS BPA or an individual order, provided the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

SECTION 508 COMPLIANCE

Section 508 requirements will be addressed on a case-by-case basis for individual Delivery Orders and/or BPAs. In the event Section 508 applies to individual Delivery Orders or BPAs, and no exception is present in the Delivery Order or BPA solicitation, the Delivery Order or BPA shall specify the ordering agency's compliance strategy (selection of technical performance standards/requirements and/or technologies to be used, based upon the agency's market research), as provided for under the Rehabilitation Act and FAR Final Rule, in order for Pepco Energy Services Inc. to appropriately develop and cost a technical approach that is responsive to Section 508 requirements of the individual Delivery Order or BPA. The Electronic and Information Technology (EIT) standard can be found at www.Section508.gov.

CONTRACTOR TEAMING ARRANGEMENTS

Contractor Team Arrangements are encouraged under the Federal Supply Schedules Program. Under a Contractor Team Arrangement (CTA), two or more GSA Schedule contractors work together, by complementing each other's capabilities,

to offer a total solution to meet an ordering activity's requirement rather than ordering activity making separate buys for each part of a requirement. The CTA combines the supplies and/or services from the team members' separate GSA Schedule contracts. It permits contractors to compete for orders for which they may not independently qualify. A customer benefits from a CTA by buying a solution rather than making separate buys from various contractors. Contractor Team Arrangements provide a "win-win" situation for both GSA Schedule contractors and ordering activities.

For additional information see FAR 9.6 and "Contractor Team Arrangements" at the GSA website <http://www.gsa.gov> under "Acquisition Solutions", click on "GSA Schedules", click on "Contractor Team Arrangements" or contact the Pepco Energy Program Director.

SECURITY REQUIREMENTS

In the event security requirements are necessary, the ordering activities may incorporate, in their Delivery Orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed \$100,000 or 10 percent of the total dollar value of the order, whichever is less.

PERFORMANCE OF SERVICES

Pepco Energy Services Inc. shall commence performance of services on the date agreed to by Pepco Energy Services Inc. and the ordering office.

Pepco Energy Services Inc. agrees to render services only during normal working hours, unless otherwise agreed to by Pepco Energy Services Inc. and the ordering office.

Pepco Energy Services Inc. guarantees the satisfactory completion of the Facilities Maintenance and Management Services performed under the Task Order and that all contract personnel used in the performance of Facilities Maintenance and Management Services under the Task Order shall have the education, experience, and expertise as stated in the task order.

Any contractor travel required in the performance of Facilities Maintenance and Management Services must comply with the Federal Travel Regulations or JTRs, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all contractor travel. Contractors cannot use GSA city pair contracts.

INSPECTION OF SERVICES

The Inspection of Services—Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm fixed-price orders placed under this contract. The Inspection Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

RESPONSIBILITIES OF PEPSCO ENERGY

Pepco Energy Services Inc. shall comply with all laws, ordinances, and regulations (Federal, State, city, or otherwise) covering work of this character.

RESPONSIBILITIES OF THE GOVERNMENT

Subject to security regulations, the ordering office shall permit contractor access to all facilities necessary to perform the requisite Facilities Maintenance and Management Services.

INDEPENDENT CONTRACTOR

All Facilities Maintenance and Management Services performed by Pepco Energy Services Inc. under the terms of this contract shall be as an independent contractor, and not as an agent or employee of the Government.

PEPCO ENERGY'S COMMITMENTS, WARRANTIES AND REPRESENTATIONS

For the purpose of this contract, commitments, warranties, and representations include the following, in addition to those agreed to for the entire Schedule contract: Time of delivery/installation quotations for individual orders Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements that result in orders under this Schedule contract Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by Pepco Energy Services Inc. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

OVERSEAS ACTIVITIES

Prices offered include delivery to destinations located within the 48 contiguous States and the District of Columbia. The prices offered do not include delivery FOB destinations in Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations as specified.

When deliveries are made to destinations outside the 48 contiguous States; i.e., Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations as specified, the following conditions will apply:

Delivery will be FOB inland carrier, point of exportation (FAR 52.247-38), with the transportation charges to be paid by the Government from point of exportation to destination in Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations specified, as designated by the ordering office. The contractor shall add the actual cost of transportation to destination from the point of exportation in the 48 contiguous States nearest to the designated destination. Such costs will, in all cases, be based upon the lowest regularly established rates on file with the Interstate Commerce Commission, the U.S. Maritime Commission (if shipped by water), or any State regulatory body, or those published by the U.S. Postal Service, and must be supported by paid freight or express receipt or by a statement of parcel post charges, including weight of shipment.

The right is reserved to ordering agencies to furnish Government bills of lading.

Ordering offices will be required to pay differential between freight charges and express charges where express deliveries are desired by the Government.

Upon request of the contractor, the Government may provide the contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government support will be provided on a reimbursable basis, and will only be provided to the contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

INVOICES

Pepco Energy Services Inc., upon completion of the work ordered, shall submit invoices for Facilities Maintenance and Management Services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

PAYMENTS

For firm fixed-price orders, the Government shall pay Pepco Energy Services, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments Under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

RESUMES

Resumes shall be provided to the GSA Contracting Officer (CO) or the user agency upon request. Skill set for labor categories are included in this catalog.

INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

APPROVAL OF SUBCONTRACTS

The ordering activity may require that Pepco Energy Services Inc. receive written consent from the ordering activity's CO before placing any subcontract for furnishing any of the work called for in a Task Order.

MAKING A MEASURABLE DIFFERENCE

Government and industry are under enormous pressure to improve their products and services as cost and efficiency become the major drivers in an increasingly competitive world. Decision-makers need useful information the complete management, business, cost, schedule, technical and risk "big picture" to support sensible and expedient decisions. Our personnel have built and refined data gathering, problem solving, and process improvement expertise for more than 50 years. Our business management, engineering, information technology, acquisition streamlining, data management, and scientific skills yield innovative solutions to customer's highly complex problems in the rapidly changing, technically demanding global economy.

PEPCO ENERGY COMMITMENT

Pepco Energy Services Inc. is a company renowned for quality services and products, superior technology, and financial strength. We earn trust by operating with integrity and by demonstrating our long-term commitment to the markets we serve. We provide powerful solutions by offering superior services, products, and support to our customers. Pepco Energy Services Inc. offers unparalleled cross-industry expertise, opportunities to gain from synergies across businesses, and a commitment to provide ongoing support to individual customers and markets.

We understand the critical issues and challenges that are facing our customers and we will work as committed partners to create innovative solutions. Our team of companies provides exceptional value by proactively helping to articulate your needs, and by responding quickly and effectively to support your success. We know that you take your responsibilities very seriously and you can count on us to do what we say.

PURPOSE AND OBJECTIVES

Many Federal Government agencies require facilities maintenance and management services and related products in order to supply material and other resources to meet their mission in a timely, efficient, and cost-effective manner. Our goal is to help agencies utilize the latest concepts, methods, and technology in material and resource distribution in order to achieve efficient operations while providing improved customer service.

Pepco Energy Services Inc. shall provide facilities maintenance and management services to agencies as specified in task orders under this FSS.

Pepco Energy Services Inc. can provide all resources, including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of services and products as specified in each task order.

SPECIAL ITEM NUMBER (SIN'S) DESCRIPTION

SIN 871 202 Energy Management Planning and Strategies

A four-phase Comprehensive Energy Management Solution consisting of all four phases of an energy project and could pertain to a variety of energy projects that include, but are not limited to, renewable energy, sustainable energy and energy-efficient buildings certification programs such as LEED.

1. *Consulting/Auditing/Energy Management Solutions* -The strategic planning, energy assessments (e.g., feasibility, vulnerability and other detailed assessments, developing and executing of energy) audits, audit plans and energy management solutions.
2. *Concept Development and Requirements Analysis* -The analysis of the audit results and outlined requirements to design a detailed energy management project concept.
3. *Implementation and Change Management* -The implementation and integration of more energy efficient practices and systems and training in using them effectively.
4. *Measurement and Verification* -The performance assessment and measurement of the effectiveness and energy efficiency of the project and can include long term monitoring, verification of savings and benchmarking.

SIN 871 203 Training on Energy Management

Including, but not limited to, reducing energy consumption, mitigating risk with energy systems, operating systems efficiently, making energy efficient system choices, and energy efficient buildings certification programs such as LEED.

SIN 871 204 Metering Services

Including, but not limited to, the installation of metering equipment and software used for the collection of data and measurement of energy consumption through electric, gas, water or steam utilities, the utilization of data to ensure energy conservation goals are being met, and allows for the measurement and tracking of the cost effectiveness of energy technology investments. This could include basic metering services, advanced metering services, maintenance, installation, removal and disposal of new or existing equipment. Security clearances such as HSPD-12 may be required.

SIN 871 205 Energy Program Support Services

Including, but not limited to, billing and management oversight and assistance in preparing energy services related agency statements of work. Energy efficient buildings certification programs such as LEED may be included.

SIN 871 206 Building Commissioning Services

Including, but not limited to, comprehensive building commissioning services on new construction, major modernization projects, and existing energy consuming buildings and facilities designed to ensure the building systems are designed and built to operate as efficiently as possible. This includes re-commissioning and retro-commissioning services. Energy efficient buildings certification programs such as LEED may be included.

SIN 871 207 Edit Audit Services

Including, but not limited to, developing, executing, and reporting on audit plans and/or perform energy and water audit services. Energy audits may range from cursory to comprehensive. Including, but not limited to data collection, data analysis, benchmarking with tools such as Energy Star, and written recommendations of suggested upgrades of electrical and mechanical infrastructure, including their impact on energy consumption and pollution can include recommendations for using alternative Energy Sources. Energy efficient buildings certification programs such as LEED may be included.

SIN 871 208 RESOURCE EFFICIENCY MANAGEMENT (REM)

Including, but not limited to, providing information on possible steps that will improve energy efficiency. This information shall include estimates of cost savings and environmental benefits. This includes onsite analysis of current operations, equipment, and energy purchasing patterns. This may include the services of a resource efficiency advocate for individual or aggregated building(s) in order to maximize resource efficiency. Energy efficient buildings certification programs such as LEED may be included.

SIN 871 209 INNOVATIONS IN ENERGY

Innovative approaches to renewable and/or sustainable energy, sustainability services, and energy management technology and services. These might include, but are not limited to, new developments or improvements in providing renewable energy and managing energy through biomass conversion, solar energy, fuel cells, geothermal energy, hydropower (tidal power, wave power, tidal stream power, waterwheels, and hydro electricity), wind power or other sources. These approaches should be capable of providing renewable and/or sustainable energy and sustainability services that are more carbon-neutral, thereby lessening dependence on traditional non-renewable, fossil fuel sources of energy such as coal, oil, natural gas and propane.

This could include sustainability and carbon management solutions such as analysis, foot printing, measuring, mitigation, verification and management, training on new energy technologies and systems, life-cycle costing, and maintenance and operational support of renewable energy systems; and the implementation, testing and evaluation of networked energy management systems and services that utilize Internet Protocol - Next Generation (IPv6) enabled systems that are configured using open standards architecture that can include Power over Ethernet (POE) implementation, wireless configurations, data security using IPSEC or 128 DES Encryption standards, high reliability, NIST compliant, and demonstrated energy efficiencies or cost savings, and are capable of integrating with existing information systems data infrastructure and backbone.

SIN 871 210 Water Conservation

Water Conservation: Services and consulting related to the reduction of water usage, reduction of potable water consumption intensity, reduction of industrial, landscaping and agricultural water consumption, promoting, and implementing water reuse strategies, recycling of water for multiple purposes, retention of water, improvement of water quality and water flow. Also includes consulting on storm water run-off and property hydrology maintenance and restoration. These services can include, but are not limited to, consultation, facility water audits, water balance, and water system analysis.

LABOR CATEGORY DESCRIPTIONS

The descriptions and qualification requirements for the following labor categories are applicable to new task orders issued on or after the effective date, are not applicable to existing task orders, Blanket Purchase Agreements and resulting task orders, or to proposals submitted prior to execution of any modification exercising Option Period 1.

Labor Category Substitutions: Pepco Energy Services Inc. only offers personnel who meet or exceed the stated minimum qualification requirements in the labor category descriptions provided in this approved GSA Schedule catalog. Pepco Energy Services Inc. understands the diverse amounts of experience employees possess that contribute to the successful execution of government tasks orders. With this in mind Pepco Energy Services Inc. enforces strict substitution standards for each of the approved labor categories listed in this schedule. Pepco Energy Services Inc. criteria for substitutions are as follows.

Undergraduate: An associate degree will equal 2 years of experience. A relevant bachelor's degree will equal 4 years of experience. A relevant Masters Degree will equal 6 years of experience. A Doctorate will equal 8 years of experience.

Experience: For every year of full time specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.

PROGRAM MANAGER

PRIMARY DUTIES & RESPONSIBILITIES:

- Manages multiple large projects from design, bidding through construction and commissioning while meeting cost and schedule objectives
- Ensures that projects meet long-term energy performance guarantees
- Oversees a wide range including HVAC, lighting, water conservation, window replacements, small emergency generators, etc.
- Manages contractual matters, change orders, and payment requests
- Develops and leads effective teams
- Maintains and manages working relationships with subcontractors, team members, and customers
- Develops and maintains schedules and budgets, as well as reports on financial results

EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Engineering or commensurate progressive experience in mechanical contracting and/or energy services contracting
- 10 years of progressively responsible experience in the project/construction management of projects from \$500,000 to \$10,000,000
- Knowledge and experience with building systems, energy audits and energy conservation technologies involving lighting, water conservation and HVAC
- Proficiency with Microsoft Office (Word, Excel, and Power Point) and Microsoft Project
- Ability to travel as necessary to support projects in the Mid-Atlantic region
- Ability to work independently or as a team in a diverse group

-
- Demonstrated ability to manage multiple large design/build performance, energy conservation projects
 - Contracting experience with local, state, federal government and large academic institutions is preferred

CONSTRUCTION MANAGER

PRIMARY DUTIES & RESPONSIBILITIES:

- Manages projects over a wide range including HVAC, lighting, water conservation, window replacements, small emergency generators, etc
- Develops and maintains schedules and budgets, as well as reports on financial results
- Conducts meetings with clients and contractors, issues meeting minutes
- Manages contractual matters, change orders, and payment requests
- Maintains and manages working relationships with subcontractors, team members, and customers

EDUCATION/EXPERIENCE REQUIREMENTS:

- Associate's Degree or Bachelor's Degree
- 10 years of experience as Construction Manager or equivalent work experience
- Knowledge and experience with building systems, energy audits and energy conservation technologies involving lighting, water conservation and HVAC
- Proficiency with Microsoft Office and Microsoft Project Must be willing to travel as necessary to support projects in the Mid-Atlantic region
- Ability to work independently or as a team in a diverse group
- Ability to work off-hours and extended hours as project conditions dictate
- Must possess a valid driver's license

PROJECT MANAGER

PRIMARY DUTIES & RESPONSIBILITIES:

- Manages multiple large projects from design, bidding through construction and commissioning while meeting cost and schedule objectives
- Ensures that projects meet long-term energy performance guarantees
- Oversees a wide range including HVAC, lighting, water conservation, window replacements, small emergency generators, etc.
- Manages contractual matters, change orders, and payment requests
- Develops and leads effective teams
- Maintains and manages working relationships with subcontractors, team members, and customers
- Develops and maintains schedules and budgets, as well as reports on financial results

EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Engineering or commensurate progressive experience in mechanical contracting and/or energy services contracting
 - 10 years of progressively responsible experience in the project/construction management of projects from \$500,000 to \$10,000,000
-

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- Knowledge and experience with building systems, energy audits and energy conservation technologies involving lighting, water conservation and HVAC
 - Proficiency with Microsoft Office (Word, Excel, and Power Point) and Microsoft Project
 - Ability to travel as necessary to support projects in the Mid-Atlantic region
 - Ability to work independently or as a team in a diverse group
 - Demonstrated ability to manage multiple large design/build performance, energy conservation projects
 - Contracting experience with local, state, federal government and large academic institutions is preferred

SENIOR ENGINEER

PRIMARY DUTIES & RESPONSIBILITIES:

- Provides technical support to sales staff
- Assists in the proposal development process
- Prepares cost estimate for large scale projects (HVAC, Controls, Central Plants, etc.)
- Conducts technical and financial analyses for economic justification
- Coordinates system design and applications; prepare comparative arguments for best practices; develop energy solution models
- Informs and supports internal and external customers on technical and cost issues
- Leads and participates in site visits, audits, project scope development, design, design review, and cost estimate
- Develops and maintains database of information and methods for solution development
- Supervises junior and senior level Project Development Engineers
- Participates in project presentations to clients and owners

EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor's Degree or Master's Degree in Mechanical or Electrical Engineering
- PE required and CEM preferred
- Minimum of 10 years of experience in design and application of energy efficiency and energy management
- Experience with HVAC and temperature controls, building simulation programs and methodologies, lighting and water conservation
- Deep knowledge of M&V procedures and implantation
- Must be a self-starter with ability to handle multiple projects simultaneously
- Must have effective communication skills. Will be expected to work with clients, legal, construction, accounting, and at all levels of the company.
- Computer skills in Microsoft Excel, Word, and Project and building simulation software: Visual DOE, Trace, Carrier E20, etc.

PROJECT ENGINEER

PRIMARY DUTIES & RESPONSIBILITIES:

- Prepares detailed energy audits for institutional, government, commercial, residential and retail spaces
 - Prepares feasibility studies and return on investment analyses
 - Assists construction and manages several large project implementation processes, which include preparation of scope of work, management of a design team, review of technical specifications and drawings, cost estimating, solicitation and evaluation of construction proposals
 - Evaluates options for use of energy efficient and renewable technologies for clients
 - Evaluates and proposes measurement and verification (M&V) options
 - Estimates building loads and associated energy savings
 - Communicates with the clients, provides support to sales team, and attends presentations
 - Manages and trains junior staff
-

EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor's Degree or Master's Degree in Mechanical or Electrical Engineering
- PE required and CEM preferred
- Minimum of 10 years of experience in design and application of energy efficiency and energy management
- Experience with HVAC and temperature controls, building simulation programs and methodologies, lighting and water conservation
- Deep knowledge of M&V procedures and implantation
- Must be a self-starter with ability to handle multiple projects simultaneously
- Must have effective communication skills. Will be expected to work with clients, legal, construction, accounting, and at all levels of the company.
- Computer skills in Microsoft Excel, Word, and Project and building simulation software: Visual DOE, Trace, Carrier E20, etc.

STAFF ENGINEER

PRIMARY DUTIES & RESPONSIBILITIES:

- Assists in energy and water audits of commercial, institutional, and governmental customers
 - Gathers utility data and prepares spreadsheet to be use in the analysis of the data
 - Assists in the preparation of budgetary cost estimates and technical reports
 - Assists in all stages of the development process
 - Assist in the measurement and verification of savings in performance contracts
 - Coordinates with prospective subcontractors regarding scope of work, pricing and scheduling
 - Identifies pertinent tax and utility rebates that apply to jobs to enhance the quality of projects
 - Identifies and attends local trade shows to expand understanding of energy conservation opportunities
 - Prepares and presents project findings to management as well as clients
 - Prepares and presents energy awareness and energy conservation to clients as part of performance contracts
-

EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Engineering
- Experience consulting and/or experience in the energy services field is a plus
- Experience with AutoCAD is a plus
- Must hold a valid driver's license in state of residence and have the ability to travel as required
- Must have working knowledge of Microsoft Excel, Word and Project

SENIOR MEASUREMENT & VERIFICATION EXPERT**PRIMARY DUTIES & RESPONSIBILITIES:**

- Coordinates the service division control technicians' daily work assignments related to preventative maintenance and customer service responsibility
- Improves and develops the skill set level of each technician within the EMCS group
- Ensures customer work requests are handled in a timely and professional manner
- Develops and maintains PGOV active control strategies, and to monitor existing facilities DDC databases
- Provides cost estimates related to current equipment maintenance cycles and new work requests
- Provides operational support to M&V, ensuring field data is captured, validated and made available to the appropriate personnel

EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor's Degree or related experience in the controls field
- 10 years experience in energy management/controls
- Ability to work as a controls programmer and to adapt energy savings strategies into practical control theories of operation
- Experience in Direct Digital Controls strategy and applications preferred
- Honeywell or Johnson Controls background preferable
- Ability to adapt and interface legacy systems to new controls technology
- Must be proficient in Microsoft Office and have a working knowledge of Access
- Excellent interpersonal/communication skills
- Must possess valid driver's license

MEASUREMENT & VERIFICATION EXPERT

PRIMARY DUTIES & RESPONSIBILITIES:

- Performs troubleshoot, repairs and maintains building automation equipment at all assigned locations
- Assists service management in identifying issues related to the timely and effective completion of work and the operation of controls equipment
- Evaluates, monitors and maintains equipment control strategies required to operate HVAC equipment
- Performs preventative maintenance and corrective maintenance and repairs on installed controls, to include after hours response as necessary
- Works in accordance with government and company safety rules, regulations and policies
- Communicates effectively with managers, supervisors, service operations, clients and team members in a professional, accurate, and timely manner.
- Installs energy management control systems on new and existing HVAC equipment
- Writes programming for energy management control systems to ensure optimal performance of equipment
- Trains and instructs new EMCS Support Technicians
- Surveys new projects/buildings and recommends EMCS equipment that best suites the application
- Supports M&V process by installing and maintaining measurement devices in the field
- Builds, maintains and operates front end systems to monitor and control remotely all EMCS field devices

EDUCATION/EXPERIENCE REQUIREMENTS:

- High School Diploma or equivalent
- 3-5 years of experience in building automation
- Manufacturer's training on the application and strategies of commercial HVAC Systems
- Honeywell or Johnson Controls background preferable
- Working knowledge of Microsoft Office preferred
- Capable of lifting 50 pounds
- Must possess valid driver's license

FINANCIAL ANALYST

PRIMARY DUTIES & RESPONSIBILITIES:

- Oversees financial development and reporting process
- Reviews and determines appropriate calculations
- Reviews, updates and accurate financial modeling
- Oversees the preparation of project budget and multi-year plans
- Provides project proposal review and analysis of anticipated cash-flows
- Communicates and works with auditors, internal & external, to provide information and resolve issues
- Maintains lender relationships to secure project capital at competitive financing rates
- Reviews and hires qualified accounting personnel to execute all aspects of financial reporting

EDUCATION/EXPERIENCE REQUIREMENTS:

- Associates Degree with an emphasis in Accounting or Finance
- CPA is preferred, otherwise must have sufficient experience in applicable industry
- 7 years of related experience in all areas of financial reporting with a background in government contracting and the energy savings industry
- Strong analytical and managerial skills
- Working knowledge of cost accounting/construction software
- Advanced Microsoft Excel spreadsheet skills with the ability to create and maintain spreadsheets
- Experience or knowledge of FRX reporting and Solomon Project Controller preferred
- Strong attention to detail with a high level of accuracy

SENIOR TECHNICIAN**PRIMARY DUTIES & RESPONSIBILITIES:**

- Diagnoses system and equipment problems
- Performs preventative and corrective maintenance on plant equipment and systems
- Assists in planning and scheduling work for outages, the administration and execution of the preventative maintenance program, maintaining and controlling the plant inventory system, and in vendor sourcing to ensure the best value and highest quality for the NIH Cogeneration Facility
- Maintains and troubleshoots plant control system, continuous emissions monitoring system and associated balance of plant instrumentation and control equipment
- Installs revisions or modifications to plant systems, update drawings and electrical schematics
- Maintains custody records of calibration equipment
- Maintains plant low voltage electrical distribution system
- Follows all approved plant operating, maintenance and health and safety procedures
- The I & C Technician shall be expected to qualify as a control room operator and, as needed, work operating shifts on an occasional basis

EDUCATION/EXPERIENCE REQUIREMENTS:

- High School Diploma or equivalent
- Technical training (trade or military)
- 5 years power plant or industrial plant, I & C maintenance experience
- Strong electrical and mechanical aptitude, basic steam plant and combustion turbine knowledge
- Computer, spreadsheet and word processing experience
- Candidate must pass an NIH-administered security background check

TECHNICIAN

PRIMARY DUTIES & RESPONSIBILITIES:

- Performs troubleshoot, repairs and maintains building automation equipment at all assigned locations
 - Assists service management in identifying issues related to the timely and effective completion of work and the operation of controls equipment
 - Evaluates, monitors and maintains equipment control strategies required to operate HVAC equipment
 - Performs preventative maintenance and corrective maintenance and repairs on installed controls, to include after hours response as necessary
 - Works in accordance with government and company safety rules, regulations and policies
 - Communicates effectively with managers, supervisors, service operations, clients and team members in a professional, accurate, and timely manner.
 - Installs energy management control systems on new and existing HVAC equipment
 - Writes programming for energy management control systems to ensure optimal performance of equipment
 - Trains and instructs new EMCS Support Technicians
 - Surveys new projects/buildings and recommends EMCS equipment that best suites the application
 - Supports M&V process by installing and maintaining measurement devices in the field
 - Builds, maintains and operates front end systems to monitor and control remotely all EMCS field devices
-

EDUCATION/EXPERIENCE REQUIREMENTS:

- High School Diploma or equivalent
- 3-5 years of experience in building automation
- Manufacturer's training on the application and strategies of commercial HVAC Systems
- Honeywell or Johnson Controls background preferable
- Working knowledge of Microsoft Office preferred
- Capable of lifting 50 pounds
- Must possess valid driver's license

COMMISSIONING ENGINEER

PRIMARY DUTIES & RESPONSIBILITIES:

- Manages commissioning of multiple projects using qualified subcontractors
 - Responsible for collaborating on the development and implementation of the plan
 - Ensures that start-up, testing and commissioning procedures are carried out in accordance with plan
 - Prepares complete as-built documentation, manuals and training programs
 - Ensures that the commissioning leads to meeting project long-term energy performance guarantees
 - Develops constructive and long-lasting relationships with subcontractors and customers
 - Develops and leads effective teams
 - Maintains accountability for project schedule and cost requirements
 - Supports the Vice President of Construction's corporate objectives including development of procedures and practices consistent with the construction industry
-

EDUCATION/EXPERIENCE REQUIREMENTS:

- Degree in Engineering or commensurate progressive experience in mechanical and/or energy services contracting
- 5 to 10 years of progressively responsible experience with local, state, federal government and large academic institutions is required
- Previous experience preparing sequence of operations for HVAC Systems and performing point-to-point commissioning of Energy Management Systems is required. Demonstrated ability to manage multiple large energy conservation projects.
- Ability to travel for work throughout the North East and mid-Atlantic region
- Ability to do project scheduling, new building commissioning, retro and re-commissioning of existing buildings, system by system commissioning requirements, TAB and verification procedures, the LEED rating system, building code issues
- The successful candidate will have proficiency in Microsoft Project and Microsoft PowerPoint

SENIOR EDITOR

- Bachelor's degree in Engineering or related field
- 5 to 10 years of progressively responsible experience in the construction industry (PowerPoint)
- Certified Building Commissioning Professionals (CBCP) and Certified Energy Managers (CEM) are preferred by the agency but not required

PRIMARY DUTIES & RESPONSIBILITIES:

- Assist in the development and maintenance of project plans once notified of potential proposal requests
- Assist in the proposal production process by coordinating with sales staff and management on production schedules
- Assist sales staff with processing contracts by gathering all necessary information for sales team as requested
- In charge of pre-and post-proposal project setup, which includes, but is not limited to preparing: covers, backs, spines tabs and a working table of contents, creating and maintaining coordinating files shared drive
- Assist the Marketing Manager with administrative duties associated with creating the project proposals and the Proposal Resource Library
- Develops and maintains PowerPoint presentation library
- In charge of filing proposals and general file room maintenance
- Develops ideas and executes art for small ads, brochures, and outreach materials using the appropriate computer software

EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor's Degree or Associate's Degree with 2 years of work experience
 - Minimum 2 years work experience in an office environment that demonstrates increasing responsibility
 - Experience writing brief business correspondence (memos, e-mails)
 - Intermediate design skills
 - Excellent Microsoft Word, Excel and Publisher skills
 - Ability to create spreadsheets, graphs, charts, maintain database records, create/run system reports as necessary. Also familiar Visio.
 - Intermediate to advanced knowledge of design programs such as Adobe, InDesign ,Photoshop and Microsoft Publisher
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- Advanced PowerPoint skills with the ability to create complex presentations
 - Ability to interact, communicate and correspond effectively with customers, sales representatives, and suppliers
 - Must possess clear concise verbal communication skills and above average written, spelling, grammar and analytical math skills
 - Attitude and willingness to go above and beyond

SENIOR ADMINISTRATIVE SUPPORT

PRIMARY DUTIES & RESPONSIBILITIES:

- Administrative support for VP, Construction: correspondence, updates percentage complete books, travel arrangements
 - Ensures that all proformas, contracts, bonds, certificates of insurance, subcontracts, purchase orders, etc. are distributed to appropriate departments
 - Responsible for upkeep of current file system; archives files as needed and maintain the archived file list
 - Ensures that general contractor licenses for various states are up-to-date and posted
 - Maintains office supplies and phone list
 - Assists with updating the Construction Project Management Manual
 - Notarizes MBE documents, invoices and other project related documentation
 - Responsible for petty cash for Energy Services Division
-

EDUCATION/EXPERIENCE REQUIREMENTS:

- High School Diploma or equivalent
- 7 years of experience with Microsoft Word, PowerPoint, Excel, Project, Visio, and Adobe
- General knowledge of Microsoft Access
- Excellent written and verbal communication skills
- Strong proofreading skills
- Organized and self-motivated

ADMINISTRATIVE SUPPORT

PRIMARY DUTIES & RESPONSIBILITIES:

- Copies and prepares invoices
 - Maintains effective filing system, specifically with vendor accounts
 - Tracks billable invoices and payment status
 - Processes billable invoices for credit card payments
 - Handles mail functions such as preparing FedEx and sorting daily mail
 - Manages office supplies
 - Generates and distributes monthly reports for all projects
 - Provides clerical support as needed
-

EDUCATION/EXPERIENCE REQUIREMENTS:

- High School Diploma or equivalent
- Proficient in Microsoft Word and Excel
- Ability to organize and prioritize multiple tasks
- Excellent attention to detail with a strong emphasis on monitoring work quality
- Excellent written and verbal communication skills
- Ability to interact effectively with all levels of authority

GSA SCHEDULE PRICE LIST

	7/9/2010- 7/8/2011	7/9/2011- 7/8/2012	7/9/2012- 7/8/2013	7/9/2013- 7/8/2014	7/9/2014- 7/8/2015
Labor Category	Rate (Includes IFF)	Rate (Includes IFF)	Rate (Includes IFF)	Rate (Includes IFF)	Rate (Includes IFF)
Program Manager	\$131.31	\$131.31	\$131.31	\$131.31	\$131.31
Construction Manager	\$63.34	\$63.34	\$63.34	\$63.34	\$63.34
Project Manager	\$77.63	\$77.63	\$77.63	\$77.63	\$77.63
Senior Engineer	\$81.87	\$81.87	\$81.87	\$81.87	\$81.87
Project Engineer	\$66.42	\$66.42	\$66.42	\$66.42	\$66.42
Staff Engineer	\$46.35	\$46.35	\$46.35	\$46.35	\$46.35
Senior Measurement & Verification Expert	\$86.51	\$86.51	\$86.51	\$86.51	\$86.51
Measurement & Verification Expert	\$81.87	\$81.87	\$81.87	\$81.87	\$81.87
Financial Analyst	\$84.96	\$84.96	\$84.96	\$84.96	\$84.96
Senior Technician	\$84.96	\$84.96	\$84.96	\$84.96	\$84.96
Technician	\$64.88	\$64.88	\$64.88	\$64.88	\$64.88
Commissioning Engineer	\$81.87	\$81.87	\$81.87	\$81.87	\$81.87
Senior Editor	\$80.33	\$80.33	\$80.33	\$80.33	\$80.33
Senior Admin Support	\$64.88	\$64.88	\$64.88	\$64.88	\$64.88
Admin Support	\$60.25	\$60.25	\$60.25	\$60.25	\$60.25

***All rates in this price list include the .75% IFF**

***All rates are also for both government site and contractor sites**

HOW TO ORDER FROM A BLANKET PURCHASE AGREEMENT

This information will assist ordering agency offices understand how to utilize Blanket Purchase Agreements (BPAs) under the GSA Federal Supply Schedule contracts. Blanket Purchase Agreements (BPAs) are a simplified method of filling anticipated repetitive needs for services and products. BPAs are "charge accounts" that ordering offices establish with GSA Schedule contractors to provide themselves with an easy ordering tool. In accordance with Federal Acquisition Regulation (FAR) 8.404, ordering offices may establish BPAs under any GSA Schedule contract.

Benefits and Advantages of Using BPAs

Contractual terms and conditions are contained in the GSA Schedule contracts and are not to be renegotiated for the GSA Federal Supply Schedule BPAs. Therefore, as a purchasing option, BPAs eliminate such contracting and open market costs as the search for sources, the need to prepare solicitations, and the requirement to synopsise the acquisition. BPAs also—

- Satisfy recurring requirements;
- Reduce acquisition costs through quantity discounts;
- Save time by eliminating repetitive, individual purchases and payments;
- Reduce administrative efforts and paperwork;
- Obtain better value by leveraging an ordering office's buying power through volume purchasing;
- Enable an ordering office to use streamlined ordering procedures with no dollar limitations on individual task/delivery orders;
- Permit an ordering office to incorporate Contractor Team Arrangements;
- Allow for quicker turnarounds on orders; and
- Permit an ordering office to incorporate terms and conditions not in conflict with the underlying contract.

A BPA can be set up for field offices across the nation to use, thus allowing them to participate in an ordering office's BPA and place orders directly with GSA Federal Supply Schedule contractors. In doing so, the entire agency reaps the benefits of additional discounts negotiated into the BPA. In addition, the ordering office reduces the administrative burden of writing numerous task/delivery orders, while still being able to order as much as it wants and as often as it wants. The flexibility and advantages are endless when setting up a BPA.

Establishing a BPA

BPAs are established directly with a GSA Schedule contractor(s). In accordance with FAR 8.404, an ordering office may request a price reduction based on the total estimated volume of the BPA, regardless of the size of individual orders. The Request For Quotation (RFQ) should specify the ordering office's requirements, including estimated quantities and work to be performed, and should advise GSA Schedule contractors whether the ordering office intends to establish a single BPA or multiple BPAs.

Generally, a single BPA should be established when the ordering office can easily define its services and/or products requirements and a firm-fixed price or ceiling price can be established. Since a best value selection is made when the

single BPA is established, the ordering office does not need to make a separate best value selection for each order under the BPA.

Multiple BPAs should be established when the ordering office cannot easily define its services and/or products requirements, or it determines that more than one BPA is needed to meet its needs. First determine which GSA Schedule contractors are technically qualified and then establish BPAs with them. When multiple BPAs are established, each order must be competed among all BPA holders and a best value selection must be made each time an order is placed. All BPAs must contain certain information, such as:

- The name of the GSA Schedule contractor;
- The GSA Schedule contract number;
- The BPA number assigned by the ordering office;
- A description of the requirement, to include estimated quantities and work to be performed;
- The prices and/or discounts;
- The extent of the obligation;
- Any additional price reductions negotiated by the ordering office, based on the proposed dollar value of the BPA;
- A listing of individuals authorized to purchase under the BPA;
- The delivery or performance time frames;
- The location of deliveries;
- The frequency of ordering and invoicing;
- The date of BPA expiration; and
- A statement that all other terms and conditions are contained in the GSA Federal Supply Schedule contract.

Note: Prices under GSA Federal Supply Schedule contracts have already been determined to be fair and reasonable.



BEST-VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act, (Agency) and Pepco Energy enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) GS-21F-0189W.

Federal Supply Schedule Contract BPAs eliminate contracting and open market costs such as search for sources, development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the Schedule Contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures

Agency _____ Date _____

Pepco Energy _____ Date _____

(BPA NUMBER)

(Customer Name)

Blanket Purchase Agreement

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-21F-0189W, Blanket Purchase Agreements (BPAs), Pepco Energy agrees to the following terms of a BPA EXCLUSIVELY WITH (Ordering Agency):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

Special Item Number:

*Special BPA Discount/Price:

(2) Delivery:

(3) Delivery Schedule/Dates

Destination

(4) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____ .

(5) This BPA does not obligate any funds.

(6) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(7) The following office(s) is (are) hereby authorized to place orders under this BPA:

Officer

Point of Contact _____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor: Pepco Energy Services, Inc.

(b) Contract Number:

(c) BPA Number:

(d) Special Item Number:

(e) Purchase Order Number:

(f) Date of Purchase:

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems, provided that the invoice is itemized to show the information):

(h) Date of Shipment:

GSA Schedule GS-21F-0189W

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule Contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and Pepco Energy's invoice, the provisions of this BPA will take precedence. The Federal Supply Schedules Program permits contractors to offer price reductions in accordance with commercial practice. Contractor Team Arrangements are permitted with Federal Supply Schedule contractors in accordance with FAR Subpart 9.6.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

Customers identify their requirements.

Federal Supply Schedule Contractors may individually meet a customer’s needs, or Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet a customer’s requirement.

Customers make a best-value selection.